

**STATEMENT OF WORK FOR COMMUNITY RELATIONS (CR) ACTIVITIES  
UNDER THE BLACK & VEATCH, RAC  
FLORIDA PHOSPHATE PILOT STUDY, POLK COUNTY, FLORIDA  
SEPTEMBER 2007**

## **INTRODUCTION**

### **Site Description:**

The US General Accounting Office (GAO) published a report to Congress in November 1998, titled “*Hazardous Waste: Unaddressed Risks at Many Potential Superfund Sites*” that identified sites in the Comprehensive Environmental Response Compensation and Liability Inventory System (CERCLIS) database used by EPA for the tracking of Superfund activities. As part of Region 4's review of its sites identified as part of this survey, the Region discovered that it had 21 phosphate mining related sites that had not yet been addressed. This led to the start of an initiative to investigate the potential impacts to human health that might result from waste derived from the phosphate mining and to evaluate the possibility of a comprehensive strategy for consistently evaluating the backlog of mining sites in CERCLIS. The results from this effort are presented in the *Draft Florida Phosphate Mining Strategy, U.S. Environmental Protection Agency, Region 4, June 2003*.

During the course of this project, EPA also discovered that in addition to the 21 CERCLIS sites, it has been a common practice to use portions of formerly mined land for residential purposes. Based on a review of the industry practices, development practices, and information from the State of Florida, EPA believes the potential exists for residents with dwellings overlying former mines to be exposed to elevated levels of radioactive isotopes.

EPA plans to conduct an assessment of the potential risks to human health due to elevated levels of radiation from phosphate mining. It will include a multi-phase assessment that will include 1) remote sensing aerial radiation survey; 2) ground-based remote sensing radiation survey; 3) and environmental sampling of various media.

### **Purpose:**

The purpose of this Statement of Work (SOW) is to provide the framework and requirements for the contractor to provide Community Relations activities (CR) for the Florida Phosphate Radiation Assessment. Various types of community relation activities will be conducted throughout the duration of the assessment, which is anticipated to span about 24 months in duration.

### **Objectives of the CR:**

The primary objective of this project is to establish good and open lines of communication between EPA and the public so that honest and accurate information can be communicated regarding the scope of work, basis knowledge of radiation, potential risk, and concern within the community.

## General Requirements:

The contractor shall perform CR activities in accordance with this SOW and shall ensure consistency with Community Relations in Superfund — A Handbook, U.S. EPA, Office of Emergency and Remedial Response, June 1988, OSWER Directive No. 9230.0-3B and other relevant guidance used by EPA in conducting CR work assignments. The primary contact for this work assignment is Brad Jackson, RPM, Tel. (404) 562-8925, Fax. (404) 562-8896, Internet Address: [jackson.brad@epa.gov](mailto:jackson.brad@epa.gov); the secondary contact is LaTonya Spencer, CIC, Tel. (404) 562-8463, Fax. (404) 562-8628, Internet Address: [spencer.latonya@epa.gov](mailto:spencer.latonya@epa.gov).

A summary of the major deliverables and the schedule for this project are included after task 7.

The contractor shall furnish all necessary and appropriate personnel, materials, and services needed, or incidental to, performing and completing the CR activities.

A list of primary guidance and reference material is listed in Attachment 1. In all cases, the contractor shall use the most recently issued guidance.

The contractor shall maintain CR activity files as specified in the contract and by the Work Assignment Manager (WAM).

The contractor shall communicate at least weekly with the WAM, either in person or through conference calls, to report on CR progress.

The contractor shall notify the WAM when 75 percent and when 95 percent of the approved work assignment budget has been expended.

To the extent possible, all deliverables should minimize paper through such means as double-sided copying, single spacing, conservative margins and to minimize the use of non-recyclable items such as plastic covers or dividers.

## Oversight Official:

The contractor shall designate a Site Manager (SM) (i.e., the contractor's SM is responsible for the work assignment) to report directly to the WAM during the CR work assignment. The SM is the point-of-contact (POC) for the contractor.

## Project Closeout:

At the completion of the CR, the contractor shall perform all necessary project closeout activities as specified in the contract. These activities may include closing out any subcontracts, indexing and consolidating project records and files, and providing a technical and financial closeout report to EPA. Final costs shall be reported to EPA electronically, categorized by each cost element in the work breakdown structure (WBS).

## Task 1 Project Planning and Support

The purpose of this task is to plan for the execution and overall management of this SOW. Technical and management activities required to oversee the CR, along with associated costs, are developed during the planning phase and are detailed in the contractor's CR Work Plan. Activities required for general work assignment management, including preparation of monthly progress report and invoices, that will occur throughout the duration of the project are included in this task.

Due the highly sensitive nature of this project, all CR activities will be not only be closely coordinated with EPA, but with the State of Florida Department of Environmental Protection and Department of Health.

## 1.1 Project Planning

1.1.1 Attend Scoping Meeting. The contractor shall notify the WAM within 5 days upon receipt of the work assignment and shall initiate action to obtain the background documents and to set up the scoping meeting. The contractor shall attend a scoping meeting at the EPA Regional Office before or concurrent with developing the contractor's CR Work Plan. It is anticipated that 2 - 3 contractor personnel will attend the scoping meeting.

1.1.2 Conduct Site Visit. The contractor shall conduct a two-day site visit with the EPA WAM during the project planning phase to develop a conceptual understanding of the scope and requirements. It is anticipated that two contractor personnel will attend the site visit.

1.1.3 Evaluate Existing Information. The contractor shall obtain, copy, and review available information pertaining to the site from EPA. The contractor shall obtain the necessary information from the WAM. (It is assumed, however, that the contractor still has copies of much of this information in project files from the first time this effort was planned in 2004/2005.) As a minimum, the contractor shall evaluate the existing data and documents, including:

- *Draft, Florida Phosphate Initiative, Summary of Information, September 2003, EPA Waste Management Division, Region 4.*
- CRPs, and other appropriate materials from other regions where radiation related cleanups were conducted.
- Community Involvement strategies, as appropriate, developed by other Federal Agencies charged with evaluating and communicating with the public radiation related issues.

### 1.1.4 Develop CR Work Plan

1.1.4.1 Develop CR Work Plan. The contractor shall prepare and submit a CR Work Plan within 30 calendar days after receipt of the work assignment. The contractor shall use information from appropriate guidance and direction provided by the WAM as the basis for preparing the CR Work Plan. CR work must be coordinated and properly sequenced with the technical work. The contractor shall submit the original copy to the Contracting Officer, one copy to the Project Officer, and one copy to the WAM.

Develop Narrative. The Work Plan shall include a comprehensive description of project tasks, the procedures to accomplish them, quality assurance/quality control (QA/QC) systems and project-specific QA/QC procedures to be followed, project documentation, and project schedule. Specifically, the CR Work Plan shall include the following:

- Identification of the project elements. This task will result in a detailed breakdown of subtasks within the WBS tasks.
- The contractor's technical approach to each task to be performed, including a detailed description of each task, the assumptions used, the information needed for each task, any information to be produced during and at the conclusion of each task, and a description of the work products that will be submitted to EPA. Information shall be presented in a sequence consistent with the work breakdown structure format defined in the SOW WBS.
- A schedule with specific dates for completion of each required activity and submission of each deliverable required by this SOW. This schedule shall also include information regarding timing, initiation, and completion of all critical path milestones for each activity and deliverable and the expected review time for EPA.
- A project communications and management plan and contractor reporting requirements, such as meetings and presentations to EPA at the conclusion of major phases of the project.

Develop Cost Estimate. The contractor's estimated cost to complete the work shall be broken into Level of Effort (by P-level) and cost for each element of the WBS (Attachment 2) and submitted to EPA on disk.

1.1.4.2 Prepare Revised CR Work Plan (if necessary).

1.1.4.2.1 Attend Fact Finding/Negotiation Meeting. The contractor shall attend a Work Plan fact finding/negotiation meeting at the Region 4 office. EPA and the Contractor will discuss and agree upon the final technical approach and costs required to accomplish the tasks outlined in the SOW.

1.1.4.2.2 Prepare & Submit Revised CR Work Plan. The contractor shall prepare and submit a revised work plan within in 15 days after completion of the fact finding/negotiation meeting.

## 1.2 Project Management

The contractor shall perform general work assignment management including managing and tracking of costs, preparation of Monthly Progress Reports, attendance at project meetings, and preparation and submittal of invoices. It is anticipated that the period of performance for this project is from October 2007 through October 2009.

1.2.1 Prepare Monthly Status Reports. The contractor shall prepare monthly progress reports in accordance with the requirements under the contract. The contractor shall document the technical progress and status of each task in the WBS for the reporting period in accordance with contract requirements. The contractor shall report costs and LOE, by professional level, for the reporting period as well as cumulative amounts expended to date.

### 1.2.2 Team or Pool Subcontract Management

If the contractor proposes utilization of a team or pool subcontractor to implement any portion of the work outlined in this SOW, the contractor shall incorporate the effort associated with management of the team or pool subcontractor under this SOW element.

1.2.3 Meeting Participation and Routine Communications. The contractor shall attend project meetings, provide documentation of meeting results, and shall contact the WAM/RPM by telephone on a weekly basis to report project status. For budgeting purposes the contractor shall assume three meetings with two people in attendance. The meetings are anticipated to last four hours and will take place at the EPA Region 4 Office.

## Task 2 Community Relations Plan (CRP)

### 2.1 Community Interviews

2.1.1 Community Interviews Preparation. In preparation of the CRP or revised CRP, the contractor shall review relevant background documents as provided by the WAM and shall make the arrangements for and, if necessary, provide logistical support to the WAM who will conduct interviews with the appropriate governmental officials (federal, state, county, township, city) environmental groups, local broadcast and print media and any other relevant individuals or groups either in person or via a telephone call as approved by the Community Relations Coordinator (CRC).

2.1.2 Community Interviews Questions

2.1.2.1 Draft Community Interview Questions. The contractor shall prepare draft interview questions. The number and scope of questions, along with the length of time required for the interviews will be determined during the scoping process.

2.1.2.2 Final Community Interview Questions. The contractor shall prepare final interview questions incorporating all EPA comments.

2.2 Community Relations Plan (CRP)

2.2.1 Draft Community Relations Plan. The contractor shall develop the draft CRP which presents an overview of the community's concerns and includes the following elements: 1) site background including location, description and history; 2) community overview including a community profile, concerns and involvement; 3) Community Relations objectives and planned activities with schedule to accomplish those objectives; 4); mailing list of contacts and interested parties; 5) name and address of the information repositories and public meeting facility locations; 6) mailing list; 7) list of acronyms; and 8) a glossary.

2.2.2 Final CRP. The contractor shall submit a final CRP or revised CRP in accordance with final comments from EPA.

### **Task 3 Public Meeting\Public Hearing Support**

- 3.1 Public Meeting Logistical Support. The contractor shall make the arrangements for the public meetings\availability sessions\open house including the selection and reservation of a meeting space.

Due to the large size and unpredictable nature of the project, numerous meetings are likely. The number and location of the meeting will be determined as part of the scoping process.

- 3.2 Public Meeting Visual Aids

- 3.2.1 Draft Public Meeting Visual Aids. The contractor shall develop draft visual aids (i.e. PowerPoint presentation and handouts) for each of the public meetings as needed. The type, content, and quantity of the visual aids will be determined during the scoping and CIP planning process.

- 3.2.2 Final Public Meeting Visual Aids. The contractor shall develop final visual aids incorporating all EPA comments.

- 3.3 Site Tour/Meeting Logistical Support. The contractor shall make the arrangements for the site tour/meeting including the selection and reservation of a meeting space.

- 3.4 Site Tour/ Meeting Visual Aids

- 3.4.1 Draft Site Tour/Meeting Visual Aids. The contractor shall develop draft visual aids (i.e., PowerPoint presentation and handouts) during the site tour as needed. The type, content, and quantity of the visual aids will be determined during the scoping and CIP planning process.

- 3.4.2 Final Site Tour/Meeting Visual Aids. The contractor shall develop final visual aids incorporating all EPA comments.

- 3.5 Court Reporter. N/A

### **Task 4 Fact Sheets\Information Letters\Updates**

- 4.1 Fact Sheets.

- 4.1.1 Draft Fact Sheets. The contractor shall prepare draft fact sheets pending the findings in the CRP or revised CRP and the ongoing activities at the site. It is anticipated that the contractor shall develop draft fact sheet(s) regarding general educational about radiation, the scope of work planned, and potential risks. The contractor shall research, write, edit, design, lay out, and photocopy the fact sheets on recycled paper, if practical. The contractor shall attach mailing labels to the fact sheets before delivering them to EPA from where they will be mailed.

- 4.1.2 Final Fact Sheets. The contractor shall prepare final fact sheets incorporating all EPA comments.

#### 4.2 Information Letters/Updates

- 4.2.1 Draft Information Letters/Updates. The contractor shall prepare draft Information Letters/Updates pending the findings in the CRP or revised CRP and the ongoing activities at the site. The contractor shall research, write, edit, design, lay out, and photocopy the Information Letters/Updates on recycled paper, if practical. The contractor shall attach mailing labels to the Information Letters/Updates before delivering them to EPA from where they will be mailed.
- 4.2.2 Final Information Letters/Updates. The contractor shall prepare final information letters/updates incorporating all EPA comments.

### **Task 5 Proposed Plan Support**

N/A

### **Task 6 Public Notices/Newspaper Announcements**

The contractor shall prepare newspaper announcement(s)/public notice(s) in support of the public meetings/site tour(s).

### **Task 7 Repository Update**

The contractor shall establish a web-based information repositories for the duration of the work assignment.

### **Task 8 Mailing List**

For budgeting purposes, the contractor shall develop and maintain a mailing list. The contractor shall provide EPA a copy of the mailing list on CD as requested by EPA. Mailing labels shall be provided to EPA upon request. The EPA will do the actual mailing of any information to the community.

### **Task 9 Responsiveness Summary**

N/A



## **Task 10 Work Assignment Closeout**

The contractor shall perform the necessary activities to close outwork assignment in accordance with contract requirements.

- 10.1 Package and Return Documents to Government. The contractor shall package and return all documents to EPA.
- 10.2 Prepare Closeout Report. The contractor shall prepare a Work Assignment Closeout Report (WACR). The WACR shall include all LOE by p-level and costs in accordance with the WBS. The contractor shall provide an electronic copy of the most recent mailing list to the WAM concurrent with submittal of the WACR.

## Deliverables

The following work products shall be completed and delivered to EPA electronically and in hard-copy format according to the following schedule:

<b>WBS Number</b>	<b>Description</b>	<b># of Copies</b>	<b>Due Date (calendar days)</b>
1.1.4.1	Work Plan	3	30 days after receipt of SOW
1.1.4.2.2	Revised Work Plan	3	15 days after fact finding/ negotiation meeting
1.2.1	Monthly Progress Reports	3	in accordance with contract
1.2.2	Meeting Minutes Notes	1	5 days after each meeting
2.1.2.1	Draft Community Relations Plan Interview Questions	1	7 days prior to conducting interviews
2.1.2.2	Final Community Relations Plan Interview Questions	1	2 days prior to conducting interviews
2.2.1	Draft CRP or Revised CRP	3	within 30 days from receipt of existing CRP
2.2.2	Final CRP or Revised CRP	3	within 14 days from receipt of EPA comments
3.2.1	Draft Public Meeting Visual Aids	2	7 days prior to public meeting
3.2.2	Final Public Meeting Visual Aids	2	2 days after receipt of EPA comments
3.4.1	Draft Site Tour/Meeting Visual Aids	2	7 days prior to public meeting
3.4.2	Final Site Tour/Meeting Visual Aids	2	2 days after receipt of EPA comments
3.5	Court Reporter Transcripts	N/A	N/A
4.1.1	Draft Fact Sheet(s)	3	within 14 days from EPA direction
4.1.2	Final Fact Sheet(s)	3	within 3 days after receipt of EPA comments

<b>WBS Number</b>	<b>Description</b>	<b># of Copies</b>	<b>Due Date (calendar days)</b>
4.2.1	Draft Information Letter(s)/Update(s)	3	within 7 days from EPA direction
4.2.2	Final Information Letter(s)/Update(s)	3	within 3 days after receipt of EPA comments
5.1	Draft Proposed Plan	N/A	N/A
5.2	Final Proposed Plan	N/A	N/A
6.0	Draft Public Notice(s)/Newspaper Ad(s)	2	14 days prior to meeting
6.0	Final Public Notice(s)/Newspaper Ad(s)	2	7 days after receipt of EPA comments
7.0	Repository Update(s)	2	within 7 days from EPA direction
8.0	Mailing List Update(s)	2	within 7 days from EPA direction
10.2	Work Assignment Completion Report	3	60 days after receipt of the Work Assignment Closeout Notification

## **Attachment 1 Regulations and Guidance Documents**

The following list, although not comprehensive, comprises many of the regulations and guidance documents that may apply:

1. American National Standards Practices for Respiratory Protection. American National Standards Institute Z88.2-1980, March 11, 1981.
2. ARCS Construction Contract Modification Procedures September 89, OERR Directive 9355.5-01/FS.
3. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
4. Community Relations in Superfund — A Handbook, U.S. EPA, Office of Emergency and Remedial Response, June 1988, OSWER Directive No. 9230.0-3B.
5. A Compendium of Superfund Field Operations Methods, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, EPA/540/P-87/001a, August 1987, OSWER Directive No. 9355.0-14.
6. Construction Quality Assurance for Hazardous Waste Land Disposal Facilities, U.S. EPA, Office of Solid Waste and Emergency Response, October 1986, OSWER Directive No. 9472.003.
7. Contractor Requirements for the Control and Security of RCRA Confidential Business Information, March 1984.
8. Data Quality Objectives for Remedial Response Activities, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/G-87/003, March 1987, OSWER Directive No. 9335.0-7B.
9. Engineering Support Branch Standard Operating Procedures and Quality Assurance Manual, U.S. EPA Region IV, Environmental Services Division, April 1, 1986 (revised periodically).
10. EPA NEIC Policies and Procedures Manual, EPA-330/9-78-001-R, May 1978, revised November 1984.
11. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
12. Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA, Interim Final, U.S. EPA, Office of Emergency and Remedial Response, October 1988, OSWER Directive NO. 9355.3-01.
13. Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potential Responsible Parties, U.S. EPA Office of Emergency and Remedial Response, EPA/540/G-90/001, April 1990.
14. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
15. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
16. Guide for Conducting Treatability Studies Under CERCLA, U.S. EPA, Office of Emergency and Remedial Response, Prepublication version.
17. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
18. Guidelines and Specifications for Preparing Quality Assurance Project Plans, U.S. EPA, Office of Research and Development, Cincinnati, OH, QAMS-004/80, December 29, 1980.
19. Health and Safety Requirements of Employees Employed in Field Activities, U.S. EPA, Office of Emergency and Remedial Response, July 12, 1982, EPA Order No. 1440.2.
20. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
21. Interim Guidelines and Specifications for Preparing Quality Assurance Project Plans, U.S. EPA, Office of Emergency and Remedial Response, QAMS-005/80, December 1980.
22. Methods for Evaluating the Attainment of Cleanup Standards: Vol. 1, Soils and Solid Media, February 1989, EPA 23/02-89-042; vol. 2, Ground water (Jul 1992).
23. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.

24. NIOSH Manual of Analytical Methods, 2nd edition. Volumes I-VII for the 3rd edition, Volumes I and II, National Institute of Occupational Safety and Health.
25. Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, National Institute of Occupational Safety and Health/Occupational Health and Safety Administration/United States Coast Guard/Environmental Protection Agency, October 1985.
26. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
27. Procedure for Planning and Implementing Off-Site Response Actions, Federal Register, Volume 50, Number 214, November 1985, pages 45933-45937.
28. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
29. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
30. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
31. Revision of Policy Regarding Superfund Project Assignments, OSWER Directive No. 9242.3-08, December 10, 1991. [Guidance, p. 2-2]
32. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
33. Standard Operating Safety Guides, U.S. EPA, Office of Emergency and Remedial Response, November 1984.
34. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
35. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
36. Structure and Components of 5-Year Reviews, OSWER Directive No. 9355.7-02, May 23, 1991. [Guidance, p. 3-5]
37. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
38. Superfund Remedial Design and Remedial Action Guidance, U.S. EPA, Office of Emergency and Remedial Response, June 1986, OSWER Directive No. 9355.0-4A.
39. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
40. TLVs-Threshold Limit Values and Biological Exposure Indices for 1987-88, American Conference of Governmental Industrial Hygienists.
41. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
42. USEPA Contract Laboratory Program Statement of Work for Inorganic Analysis, U.S. EPA, Office of Emergency and Remedial Response, July 1988.
43. USEPA Contract Laboratory Program Statement of Work for Organic Analysis, U.S. EPA, Office of Emergency and Remedial Response, February 1988.
44. User's Guide to the EPA Contract Laboratory Program, U.S. EPA, Sample Management Office, August 1982.
45. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.
46. Guide to Documenting Cost and Performance for Remediation Projects, Publication EPA-542-B-95-002, March 1995.
47. Presumptive Remedies: Policy and Procedures, U.S. EPA, Office of Solid Waste and Emergency Response, Directive 9355.0-47FS, EPA 540-F-93-047, PB 93-963345, September, 1993.
48. Presumptive Remedies for Soils, Sediments, and Sludges at Wood Treater Sites, U.S. EPA, Office of Solid Waste and Emergency Response, Directive 9200.5-162, EPA/540/R-95/128, PB 95-963410, November, 1995.

49. Presumptive Response Strategy and Ex-Situ Treatment Technologies for Contaminated Groundwater at CERCLA Sites, U.S. EPA, Office of Solid Waste and Emergency Response, Directive 9283.1-12, EPA 5401R/023, June, 1996.